

# Big Sky Libraries

Number 63 September/October, 1999

Montana State Library [MSL]

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## LaserCat and Magazine Database Projects a Great Success

Montana libraries have responded enthusiastically to both the magazine database project and the LaserCat subscription project.

Again, many Montana libraries have joined the State Library's volume discount purchase of OCLC/WLN's LaserCat subscriptions. This year's participants include 53 single-issue subscribers and 84 four-issue subscribers. LaserCat continues to hold its place among Montana libraries as an important tool for providing quality library service. Contact Bob Cooper, MSL Statewide Technology Librarian, 1-800-338-5087, bocoper@mt.state.us

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## E-Rate Discounts

E-rate is a federal program whereby schools and libraries may apply for and receive discounts to help them pay for telecommunications and internet services such as: local and long distance telephone charges, internet access charges, wiring and computer equipment needed to set up networks and provide internet access, etc. The total thus far this year received by Montana public libraries is \$83,475.04. There are several waves yet to come. Contact Suzanne Reymer, MSL Statewide Technology Librarian, 888-826-0837, sreymers@uswest.com. Public libraries that have received discounts in Waves 1-8 include:

## Calendar

Online calendar:

[msl.state.mt.us/calendar.html](http://msl.state.mt.us/calendar.html)

**September 28** — Law  
Revision Task Force  
meeting  
**Sept 30-October 1** —  
Academic & Special Li-  
braries Retreat, Chico  
**October 12** — Commis-  
sion retreat, Billings  
**October 13** — Commis-  
sion meeting, Billings  
**October 14** — Multi-state  
Resource Sharing mtg.,  
Billings  
**December 8** — Montana  
State Library Commission  
Meeting, Montana State  
Library Conference  
Room, starting 8:30 a.m.

Hearst Free Library, Anaconda — \$1,718.01  
Belgrade Public Library — \$2,072.40  
Belt Public Library — \$341.76  
Carnegie Public Library, Big Timber — \$346.21  
Boulder Community Library — \$1,986.82  
Bozeman Public Library — \$3,039.08  
Bridger Public Library — \$429.00  
Henry Malley Memorial Library, Broadus — \$528.19  
Broadview School District — \$4,291.20  
Butte Silver Bow Public Library — \$1,224.00  
Wedsworth Memorial Library, Cascade — \$684.00  
Liberty County Public Library, Chester — \$669.00  
Blaine County Library, Chinook — \$820.80  
Choteau-Teton Library — \$1,989.90  
George McCone Memorial Library, Circle — \$435.93  
Colstrip Bicentennial Library — \$774.60  
Glacier County Library, Cut Bank — \$1,049.35  
Darby Public Library — \$804.00  
Dillon City Library — \$926.80  
Ekalaka Public Library — \$630.93  
Fairfield-Teton Public Library — \$549.00  
Glasgow City County Library — \$1,039.68  
Great Falls Public Library — \$4,443.84  
Bitterroot Public Library, Hamilton — \$2,040.00  
Harlem Public Library — \$1,369.66  
Harlowton Public Library — \$1,040.42  
Havre Hill County Library — \$136.40

Joliet Community Library — \$444.22  
Garfield County Free Library, Jordan — \$494.67  
Laurel Public Library — \$1,819.56  
Lincoln County Free Library, Libby — \$5,263.20  
Phillips County Library, Malta — \$1,085.40  
Miles City Public Library — \$2,083.20  
Plains Public Library — \$1,833.12  
Polson City Library — \$3,076.43  
Ronan City Library — \$4,007.08  
Daniels County Library, Scobey — \$684.00  
Sheridan Public Library — \$1,524.87  
Sidney Public Library — \$2,950.20  
Judith Basin County Free Library, Stanford — \$1,205.66  
North Valley Public Library, Stevensville — \$1,440.00  
Mineral County Public Library, Superior — \$3,374.40  
Prairie County Library, Terry — \$555.95  
Three Forks Community Library — \$839.61  
Twin Bridges Public Library — \$784.80  
Valier Public Library — \$722.06  
Thompson-Hickman Free County Library, Virginia City —  
\$2,382.70  
West Yellowstone Public Library — \$870.00  
Meagher County-City Library, White Sulphur Springs —  
\$1,589.33  
Wibaux Public Library — \$3,973.36  
Petroleum County Community Library — \$210.00  
Roosevelt County Library, Wolf Point — \$4,880.24

## A Word From Our State Librarian

My job requires that I travel to Montana communities and to out-of-state meetings. Like other MSL staff, I evaluate the costs and benefits to the agency and libraries of each trip. In August I attended the Pacific Northwest Library Association's conference in Calgary, Alberta. The conference organizer had asked me to participate on a panel with two Canadian library managers, Ernie Inges, and Barb Greeniaus, to talk about working with power brokers.



As usual when I present, I also learn a lot. For example, Ernie is the consummate networker. He established quite early in his presentation that relationships were the sine-qua-non of his success. He illustrated his thesis with stories about how he uses serendipity and relationships in all arenas to work for change. Ernie also nurtures his network. One way he does so is to send 8000 Christmas cards every year. I could barely focus on the rest of the presentation after hearing that fact.

The small but receptive audience was primarily Canadian and we compared cross border anecdotes about the human side of the political process. In Canada, representatives are not likely to cross swords with their parties' positions. In Montana, some representatives will happily vote against their parties wishes and are proud of their independence.

Another learning experience was the presentation on consortiums. Three managers of different consortiums discussed their benefits and pitfalls. As I listened to their discussions of the practical management of purchasing agreements and collaborative policy-making, I nodded in agreement and gleaned ideas to improve our services at MSL.

Of course my trip netted the state more than practical ideas on how to improve our consortium and appreciation for a master networker. I offer this limited snapshot only to show the value of well-chosen, deliberated travel. A few Montana newspapers recently noted that some state agencies' travel budgets increased in spite of a legislative request that such budgets decrease. These articles listed the State Library as one of the agencies that had shown a significant increase in travel. I suppose it is possible that some travel by state employees is unnecessary, but I am convinced MSL needed to increase travel to meet our statutory requirements. Our increase was due to three changes. One was the legislature's decision to increase the hotel and per diem allowance for state travelers. The second reason was that we increased the number of librarians that travel to help local communities improve their libraries. Thirdly, the Commission decided in 1997 that they needed representatives from all Montana communities on library matters. Therefore, they appointed two task forces – law and networking – to help them make policy decisions that affect all of Montana's communities. All of these changes increased our travel budget, but I have heard from some of you that these changes have led to improvements in local and state library services. Carefully chosen trips, like my trip to Calgary, can lead to cost-effective improvements in services in Montana. I am convinced that the Commission could not meet your needs without supporting a reasonable amount of travel.

### Karen's Schedule:

#### Sept 30–October 1

Academic & Special  
Libraries Retreat, Chico

#### September 21

Glendive and Sidney

#### September 22

Wibaux and Baker

#### September 28

Law Revision Task  
Force

#### September 30

Academic & Special  
Libraries Retreat, Chico

#### October 12

Commission retreat,  
Billings

#### October 13

Commission meeting,  
Billings

#### October 14

Multi-state Resource  
Sharing mtg., Billings

#### October 23–26

COSLA/NAI SRE  
meeting., Indianapolis

### Gates Grant Workshops Postponed

Originally scheduled for November, the grant-writing workshops offered to public libraries by the Gates Learning Foundation have been postponed until January 2000. According to Richard Ackeroyd, Director of the Foundation, the project, which starts in one state per month, is running a few months behind schedule. MSL will provide details of what the delay means via Wired-Mt and this newsletter.

## MSL Materials

**Commonsense Copyright: A Guide for Educators and Librarians**, 2<sup>nd</sup> ed., by R.S. Talab, 1999. Call #346.7304 TALAB 1999. This guide covers copyright issues for most materials - print, music, A/V, computers, electronic publishing, Internet, and distance learning with emphasis on library and school use. It starts with a primer on copyright law basics. An extremely useful feature is the charts that diagram fair use by medium. You look up the use, the amount you'll be copying and it tells you if it is allowable and what the limits are. It explains how to obtain permissions and develop policies to protect your library. At the end of each chapter there is a "can do," "cannot do," "beware" and "tried and true methods" section. The resource section lists web sites, periodicals, print and legal resources. The supplements, provisions and amendments appendices help you track changes that occur in the law. The appendices provide information such as a list of TV channels with their copyright clearances, ALA and governmental guidelines and principles, excerpts from the Digital Millennium Copyright Act and a lesson plan for teaching copyright.

**Model Policies for Small and Medium Public Libraries**. Jeanette Larson and Herman L. Totten, Neal-Schuman Publishers, 1998. Call #025.174 LARSON 1998. Policies help protect libraries and provide consistency in the operation of the library. This book discusses the necessity and value for both library staff and patrons of having constructive, useful policies in place. Each topic includes background, issues to consider when creating the policy and a sample policy. Samples include policies pertaining to personnel, access to services, use of materials, collection development, and patron conduct. Appendices have copies of ALA policies such as the Freedom to Read and the Library Bill of Rights. For those in a hurry, there is an index listing of the model policies. A bibliography provides resources for types of policies not found in this work.

**Evaluating Library Staff: A Performance Appraisal System**. Patricia Belcastro, ALA, 1997. Call #023.921 BELCAST. This book provides a comprehensive plan and model for effective staff appraisals. Included are processes and examples that can be used

for almost any library position. The case studies include an assortment of positions and scenarios with job descriptions, performance appraisal outlines, guidelines for evaluation, performance standards incorporating the key components of the jobs, and an action plan. There are tabulation sheets for performance standards, which provide a numeric point system and formula to use along with objective observations. There is a space for the supervisor to fill in examples of the employee's behavior. The book helps by providing job descriptions, examples of performance standards and action plan ideas.

**Working Together - A How To Do It Manual for Trustees and Librarians**. James Swan, Neal-Schuman Publishers, 1992. Call #021.82 Swan. Written for board members and librarians, this book tells the reader not just what to do, but how to do it. It gives ideas on the roles of the librarian and the board, how to recruit and train trustees, hiring, communication techniques, fiscal issues, public relations, and sample policies and guidelines. Information is provided through narrative text, case studies and examples.

### Certification Program

Congratulations to Tana Fisher of Darby and to Blanche Ginther of Fairfield who were recently certified for the first time through the *Montana Certification Program*.

The following programs have received prior approval for continuing education credits through the Program:

- 1 Montana Library Network Presentation, Bruce Newell, Director, August, September, and October
- 2 Montana State Library Fall Workshop, Lewistown, September.
- 3 MEA/MFT Educators' Conference, Missoula, October

The new *Montana Certification Program Manual* has been mailed out to the applicants on file at MSL and to all public and branch libraries. Contact Diane Gunderson 1-800-338-5087, dgunderson@state.mt.us.

## Manager of Prison Recording Team Receives Recognition



Richard Smith receiving Special Appreciation Certificate from Mike Schulz, Montana Library Commission Chair.

On May 13, 1999, Richard Smith, Manager of the Montana Cassette Book Recording Team at the Montana State Prison, received a Special Certificate of Appreciation for his nine consecutive years on the Prison Recording Team. During this time, Richard has narrated 35 books, and monitored 13. He has also narrated or monitored several

magazines including "Montana Magazine of Western History" and "Wild Outdoor World— WOW" and manuals such as the International Bow Hunters Manual. As manager, he has had the responsibility for coordinating the recording of all books and magazines at the prison, and overseeing recruitment of new team members, equipment maintenance of all recording equipment, and quality assurance of the tapes produced there. On many occasions over the years, Richard has also reviewed the tapes of fellow team members.

While presenting the certificate to Richard, MSL Commission Chair Mike Schulz thanked Richard for his many years of outstanding work in the Prison Recording Program. Mike is not the only one with those sentiments. Through the years many patrons have written the library commending Richard for his outstanding work in narration. One patron wrote "Complements to Richard Smith, a great reader."

These words were written about the book Forgotten People: A Year Among the Hutterites by Michael Holzack, which Richard narrated. Richard is a good example of the many people who work in the Prison Recording Program and who volunteer for the Montana Talking Book Library, giving of their time and talents to provide talking books for library patrons.



Front: Susie Merrin, Director of MTBL Recording Program, Richard Smith, Manager, Prison Recording Team, Back: Mike Schulz, MSL Commission Chair, Dave Beatty, Prison Librarian

## MLN Update

Montana librarians and library trustees have been helping identify what's 'best' and 'less best' in the MLN Plan. Here's a quick summary of what's been said:

- Folks like the idea of a Montana-wide union catalog comprised of real Z39.50 III online catalogs and a Montana and western regional slice of OCLC's World-Cat database.
- A resource sharing function, largely patron driven, integrated into the Montana union catalog has so far been universally lauded.
- There's considerable interest in a fixed-cost statewide OCLC membership.
- Several libraries have expressed interest in and enthusiasm for *Ariel*, a high-resolution, no-long-distance-charges, Internet fax-like software application sold by the Research Library Group [see <http://www.rlg.org/ariel/index.html>]. It may be that the MLN can promote use of this timesaving, quality-enhancing document delivery medium.
- Many have expressed interest in the MLN Goal pertaining to building shared online public access catalogs/circulation systems. The idea of sharing the costs and benefits of a standards-based catalog seems to have near universal appeal. No funding sources have been secured for this function, suggestions are welcome.
- We're going to have to work hard training librarians and library users.

Your participation in the MLN planning process will help ensure that the MLN works for your library and your patrons.

The MLN web site <http://msl.state.mt.us/mln>, has a copy of MLN's plan, access to the States' Periodical Index, instructions for connecting to the Gale/InfoTrac databases, Networking Task Force agendas, Bruce Newell's itinerary and more. Contact Newell at 406-444-9816, [bnewell@mt.state.mt.us](mailto:bnewell@mt.state.mt.us).



## Notes From MSL

**Commission Meetings:** The Montana State Library Commission met at the Sheridan Public Library on



Commissioners David Johnson, Al Randall, Mary Doggett, Dorothy Laird, Rosemary Garvey, Mike Schulz, Cheri Bergeron

August 18. Susan Brown, library director, showed the Commission the newly built library, paid for partially with an LSCA grant. The Commission also heard a report from Doris Fisher, the chair of the Library Improvement Project, in Madison County. Other

agenda items included the annual evaluation of the State Librarian, policy reviews, and fiscal reports.

The Commission will meet in Billings on October 13 at the Parmly-Billings Library's Broadwater Room. The agenda and the times for this meeting are not yet set, but when they are they will be posted on Wired and our homepage. The Commission invites all interested parties to attend the meeting and speak with the Commission.

**Law Revision Task Force:** The 57<sup>th</sup> Legislative session starts in 16 months. The MSL Law Revision Task Force began in June to explore potential legislative issues. They brainstormed a list of topics and then decided which issues to tackle first. Four of these issues are revising the library district bill, exploring changes to the Library Records Confidentiality Act, a review of state aid to public libraries, and writing rules to implement HB 125 which allows all types of libraries to join federations.

At their August meeting, the group agreed on revisions to the draft district bill and decided against seeking changes in the Confidentiality Act. The Task Force will meet again on September 28.

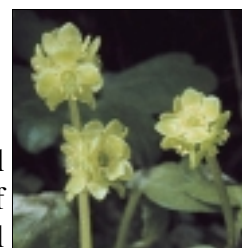
## Montana's Plants and Animals of "Special Concern"

The Montana Natural Heritage Program (part of the State Library's Natural Resource Information System) maintains lists of plants and animals in Montana that are considered to be of "special concern," that is, they are rare, threatened, endangered, or in need of further research.

These lists include designations given to species by federal and state agencies (e.g., U. S. Fish and Wildlife Service, Bureau of Land Management), as well as a rank assigned by Heritage Program biologists, in consultation with other specialists, that quantifies the rarity or abundance of species both throughout their range, and within Montana.

If you have patrons needing information on the status of Montana's rare plants and animals, these lists are an excellent starting point. For a copy, go to <http://nris.state.mt.us/mtnhp> and navigate to "animals" or "plants," then "species of special concern," then

"downloads." You can also find photographs and background information on many of the species at the site. Contact: Heritage Program, (406) 444-0914.



Musk-root  
[Adoxa moschatellina]



Coeur D'alene Salamander  
[Plethodon idahoensis]

### **LaserCat and Magazine Database Projects** (Continued from page 1)

The magazine database project received a huge response. The Gale Group will be providing participating Montana Libraries with 1,700 full text magazines, indexes to more than 3,200 magazines, online reference materials and 110,000 company profiles. Here is a summary of participation:

- 96.2% [76\* of 79] of public libraries
- 83.9% [172\* of 205] of school districts chose to sign-up all or some of their schools
- 40% [4 of 10] of private schools
- 78.6% [22 of 28] of academic libraries
- 35.3% [18 of 51] of special and institutional libraries
- 78.3% [292 of 373] of those contacted are participating in the project
- 1 public library and 3 school districts requested money in lieu of database participation.

\* Please note: 5 public libraries are also school libraries. They are counted under both categories for since they serve as both.

Contact: John Finn, MSL Statewide Technology Librarian, 888-502-0012, [jfinn@orion.mtgr.mtlib.org](mailto:jfinn@orion.mtgr.mtlib.org)



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## Spotlight: Cheryl Christopher, Montana Talking Book Library Readers' Advisor

On July 19th, the Montana Talking Book Library welcomed Cheryl Christopher to their staff as a Readers' Advisor. Cheryl previously worked at the University of Wyoming's four libraries, where she served patrons as the Reserve Supervisor of Circulation as well as Reserve Supervisor of Acquisitions for Bindery and Book Repair. She has worked extensively in customer service (both in person and over the phone) and has newsletter development experience.



Cheryl Christopher, Montana Talking Book Library Readers' Advisor.

Her current position in the Talking Book Library involves patron library support services for 800 patrons, the patron newsletter, summer reading program for youth, database management and local magazine distribution for patrons.

Cheryl's personal interests encompass folk dancing, reading, T'ai Chi, collecting bookmarks, hiking and camping, to name just a few. Cheryl is happy to be back in a library environment and excited about working with patrons, staff and volunteers.